

**Minutes of the Meeting of the Corporation
held on Wednesday, 12 December 2018**

Present:

Margaret Eva OBE (Chairman)
Dr James Sarmecanic (Vice-Chair)
Marilyn Billingham
Tom Crowley
Jane Dodsworth
Nick Fox
Shelagh Legrave OBE
Sophie Sargent
Nick Sutherland
Caroline Wood
Paul Wright

In Attendance:

Sally Challis-Manning, Deputy Principal, Quality
Steve Coulthard, Chief Financial Officer
Andy Green, Executive Principal
Vicki Illingworth, Principal, Crawley College
Julie Kapsalis, Managing Director Commercial
Julie Sleeman, Chief Operating Officer
Catherine Vinall, Clerk to the Corporation

APOLOGIES FOR ABSENCE

25. Apologies for absence were received from Andrew Davies and Ryan Sallows.

DECLARATION OF INTERESTS

26. The Chairman drew the attention of Governors and those in attendance at the meeting to the requirement to declare any interests they might have in any of the items on the agenda, as detailed on the agenda sheet.

MINUTES

27. The Minutes of the Meeting of the Governing Body on Wednesday, 11 July 2018 were taken as a correct record and signed by the Chairman.

CHIEF EXECUTIVE'S STRATEGIC UPDATE - AUTUMN TERM 2018/19

28. Shelagh Legrave gave a presentation to update the Corporation on progress against the objectives in the Strategic Plan and news from the FE sector. The Corporation also received a document to provide an update on progress against the key performance indicators.
29. The first objective related to outstanding teaching, learning and assessment. The majority of the KPIs would be covered by the performance report to be presented by Andy Green later in the meeting. With regard to student satisfaction, Shelagh reported that 95 per cent of students responding to the induction survey at Crawley College had stated that they felt they had chosen the right college and 97 per cent of respondents from Crawley had felt they had chosen the right course. At Chichester College 98 per cent of respondents to the induction survey had stated that they had chosen the right college, with 97 per cent of respondents stating that they had chosen the right course. In response to a question from the Corporation, Shelagh confirmed that there would be a further student survey at the end of the year at all campuses. The key statements in the end of year survey related to the quality of teaching and learning.
30. The second objective related to a relevant curriculum to equip students with appropriate work and life skills. Of the measure reportable at this point in the year, it was noted that HE numbers across Chichester College Group had grown by 21 per cent. During the term Chichester and Crawley had received a visit from a Matrix Assessor who assessed the quality of advice and guidance provided to students. The Assessor had noted the 'dynamic, motivational and transformative' leadership provided by the Group Director of Student Services and wider Group Leadership Team. A full re-accreditation for Chichester and Crawley would take place later in the academic year.
31. Objective number three was to provide an education fit for employers, the only performance indicator measurable at this point in the year related to employer satisfaction. This was measured through the FE Choices Employer's survey. For 2017/18 77 per of employers responding to the survey had stated that Chichester College Group understood their training needs, this was against a target of 85 per cent. The overall satisfaction rate had fallen in comparison to the previous year. Shelagh confirmed that the full report had been presented to Chichester Quality & Stakeholder Board and that an action plan was in place. This was the first survey since the merger and it was not possible to drill down in to the survey to separate data for Chichester and Crawley. In response to a question from the Corporation, Julie Kapsalis stated that work would also take place to ensure that a strategy was in place to manage the survey and increase the response rate.

32. The fourth strategic objective related to the College's commercial businesses. International continued to be a challenging area and had finished the year considerably behind budget, work was taking place to review how International costs were apportioned. Anglia had achieved a surplus of £229,000 but had not achieved their budget. This was due to investments in staff and systems. First Steps had also achieved a surplus but not the budget for the year.
33. Objective five related to staff satisfaction and performance was measured against the staff survey. Shelagh reminded the Corporation that the results from Chichester College's staff survey had been discussed at the Corporation meeting in July 2018. The survey at Crawley had been completed later in the year. The key results were as follows:
- 88 per cent of respondents from Crawley had stated that they were proud to be an employee of Chichester College Group.
 - 89 per cent of respondents had stated that they felt their contribution was recognised by their line manager.
 - 85.2 per cent of respondents felt they were encouraged to try new things without fear of failure.
 - 90.9 per cent of respondents stated that they had the autonomy to do a good job.
34. Although most of these responses were slightly behind the overall targets for the Group, Shelagh was pleased with the high level of agreement.
35. The sixth objective was to create a strong College Group. Shelagh was pleased to report that the staff survey results had showed that there were minimal differences in the results from Chichester and Crawley. Results for the student induction survey had also showed minimal differences. With regard to student numbers, there had been a five per cent increase in student numbers at Brinsbury and although there had been an increase in student numbers across the Group it had not been as much as five per cent. For 2018/19 student numbers were up in comparison to the previous year. The final measure was to deliver the targets set out in the merger transition plans, these had been achieved so far and were monitored each quarter by the Transaction Unit.
36. The final objective was linked to the long term financial viability of the Group. For the first year post-merger with Central Sussex, the Group had ended £60,000 over the budgeted deficit position and had met loan and bank covenant agreements. Positive cash balances had been maintained but the Adult Skills budget had not been achieved.
37. Shelagh provided an update on the annual AoC Conference that had taken place in November. The Shadow Secretary of State for Education had

presented on Labour plans for FE and there had been a presentation from the Minister of State for Apprenticeships & Skills. Shelagh had led a panel focusing on leadership and development and Chichester College's Deputy Head of Learning for Furniture, Christian Notley had led a panel encouraging more colleges to get involved in World Skills competitions.

38. Finally, Shelagh returned to the College's mission to change lives through learning and shared some of the College's good news stories. Shelagh was pleased to report that Chichester College's Public Services students had won the annual Field Gun competition. The first Teaching & Learning Take Away, which focussed on teaching and learning strategies, had taken place at Crawley College. Mark Hill, a student in Creative Media at Crawley had won the BTEC Higher National Student Video Competition and Student Presidents, Sophie Sargent and Maddie Standen-Grant had attended the Global College Network meeting in Spain. The local MPs for Chichester and Crawley had visited both campuses to support the campaign to improve FE funding during National Colleges Week and Horticulture students from Brinsbury had installed a new garden at St Richard's Hospital in Chichester.

CHICHESTER COLLEGE GROUP PERFORMANCE REPORT AND SELF-ASSESSMENT REPORT 2017/18

39. The Corporation received a presentation to provide an overview of performance at Chichester College and Crawley College in 2017/18, including achievement rates, A Level and AS results, maths and English results and Apprenticeship success rates.
40. Andy Green reported that the attendance rate to date for Chichester College was 90 per cent, compared to 88 per cent for 2017/18. At Crawley College the attendance rate to date was 83 per cent, compared to 81 per cent in 2017/18. For the Group the attendance rate to date was 89 per cent. The achievement rates for Chichester College for 2017/18 by level were as follows:
- At Level 1 achievement for learners aged 16 - 18 was up to 89.50 per cent compared to 86 per cent in 2016/17. Achievement for 19+ learners was up significantly from 65.80 per cent in 2016/17 to 84.70 per cent.
 - At Level 2 achievement for learners aged 16 - 18 was up from 81.60 per cent in 2016/17 to 82.70 per cent. Achievement for 19+ was up from 85 per cent in 2016/17 to 87.60 per cent.
 - Level 3 achievement for learners aged 16 - 18 was 89.30 per cent, compared to 87.70 per cent in 2016/17. For 19+ achievement at was 86.60 per cent compared to 87.60 per cent in 2016/17.

41. The achievement rates for by level for Crawley College for 2017/18 were as follows:
- At Level 1 achievement for learners aged 16 - 18 was up to 70.20 per cent compared to 63.80 per cent in 2016/17. Achievement for 19+ learners was up from 64.40 per cent in 2016/17 to 69 per cent.
 - At Level 2 achievement for learners aged 16 - 18 was up from 62.70 per cent in 2016/17 to 80.50 per cent. Achievement for 19+ was up from 86 per cent in 2016/17 to 90.10 per cent.
 - Level 3 achievement for learners aged 16 - 18 was 88.30 per cent, compared to 90.10 per cent in 2016/17. For 19+ achievement at was 81.20 per cent compared to 79.70 per cent in 2016/17.
42. With regard to AS Levels, Andy reported that the achievement rate had dropped from 83 per cent to 77 per cent in 2017/18. For A Levels it was the first year for results from the new linear A Levels where no coursework was produced. The achievement rate had remained the same as 2016/17 at 96 per cent, with a pass rate of 99 per cent. There had also been an increase in high grades from 71 per cent in 2016/17 to 79 per cent in 2017/18.
43. Andy summarised achievement by subject sector area, for Chichester College five area were below the national average. In response to a question from the Corporation, Andy stated that the issue in subject sector area three was with Arboriculture, where student had left the course due to staffing issues. Andy confirmed that new staff were in place for the current year. In response to a further question, Andy stated that were achievement rates were below the national average the issues was usually with advice and guidance, teaching and learning, leadership and management, or a combination of the three. A process was in place to provide support to improve areas where achievement was below the national average. At Crawley College eight subject sector areas were below national average for achievement. The issue in Retail at Crawley had been with Hair. In response to a further question from the Corporation, Julie Sleeman confirmed that recruitment was in issue for some curriculum areas such as maths and English and Engineering. For Engineering there was a particular problem at Crawley College as the area had full employment. Julie confirmed that the Group was using a market supplement policy.
44. Moving on to achievement gaps, Andy stated that at Chichester College there were gaps for gender, additional learning support and learners from disadvantaged postcodes. At Crawley College there were achievement gaps in four areas, gender with female students outperforming male students, additional learning support, age, where 19+ learners achieved at a higher rate than 16 - 18 learners and BME learners. Andy confirmed

that curriculum area progress review meetings would review achievement gaps in detail to determine the issues behind the data.

45. Reporting on GCSE and Functional Skills results, Andy was disappointed that there had been a decline in the overall achievement rate for Functional Skills at Chichester and Brinsbury. A review of maths and English process had been commissioned. At Crawley, CGSE English achievement rates had increased from 79 per cent to 80 per cent and GCSE Maths from 82 per cent to 85 per cent. For Functional Skills the overall achievement rate at Crawley had increased from 34.40 per cent to 61.10 per cent. At Group level this produced an overall Functional Skills achievement rate of 63.40 per cent. The Corporation congratulated colleagues from Crawley College on the excellent Functional Skills results.
46. For Chichester College these results produced an overall achievement rate of 87.70 per cent. At Crawley the overall achievement rate was 83.10 per cent and the Group achievement rate for 2017/18 was 86.60 per cent, compared to 83.64 per cent for 2016/17.
47. With regard to Apprenticeships, at Chichester College the overall achievement rate was 79 per cent, compared to 74.40 per cent in 2016/17, the timely achievement rate was 67.70 per cent, compared to 66.60 per cent. At Crawley College the overall Apprenticeship achievement rate was 76.30 per cent, with a timely achievement rate of 70.50 per cent, compared to 56.40 per cent in 2016/17.
48. Andy provided the Corporation with an update on the self-assessment process for 2017/18 which had been undertaken as a Group for the first time. It had included a peer review element where curriculum areas from Chichester, Brinsbury and Crawley had shared strengths and areas for development. Chichester College Group had self-assessed with the following grades:
 - Leadership & Management - outstanding
 - Teaching, Learning & Assessment (Chichester College) - outstanding
 - Teaching, Learning & Assessment (Crawley College) - good
 - Personal Development, Behaviour & Welfare (Chichester College) - outstanding
 - Personal Development, Behaviour & Welfare (Crawley College) - requires improvement
 - Outcomes for Learners (Chichester College) - good
 - Outcomes for Learners (Crawley College) - good
 - Maths & English (Chichester College) - requires improvement
 - Maths & English (Crawley College) - requires improvement
 - Apprenticeships - good
 - Provision for Learners with High Needs - outstanding

49. Finally, Andy was pleased to report that Chichester College had been inspected by under the Ofsted Care Standards and had been graded as outstanding in all areas. Although the inspection related to the support provided to residential students it covered all aspects of care provided to those students. The Corporation congratulated Andy, Sally Challis-Manning, Vicki Illingworth and their teams for the inspection outcome and results achieved in 2017/18.

CHICHESTER COLLEGE GROUP MANAGEMENT ACCOUNTS, FINANCIAL STATEMENTS AND MEMBERS' REPORT FOR 2017/18

50. The Corporation received for consideration the Management Accounts, Financial Statements and Members' Report for 2017/18 for Chichester College Group and the subsidiary companies, together with the Audit Findings Report from RSM UK Audit LLP, the Corporation's External Auditors. There was also a Movement Summary and a report summarising the actions required with regard to the Financial Statements and Members' Report.

Copies attached at APPENDICES 1, 2, 3, 4, 5, 6 and 7.

51. Steve Coulthard stated that the total income for Chichester College Group for the year had been just over £58m, this was behind the budget of just under £59.5m and was due to issues in relation to tuition fees and apprenticeships. The position at the end of July 2018 was a year-end deficit, after interest and restructuring costs, of £2,883k. This exceeded both the mid-year forecast and original budget and included a one-off pay award for staff of one per cent. Looking at individual budget areas, Steve stated that Central Services had outperformed the budget and forecast and there had been a positive variance on pay costs. Refectories had ended the year behind forecast and budget, the issue was the catering service at Crawley College, an area which was subject to review.
52. Turning to the statutory accounts, Steve reported that 2017/18 had been an exceptional year due to the completion of the merger with Central Sussex College. This had resulted in some large adjustments including amounts related to the merger grant and the gain from the gift on merger which was £13m, the fair value for Central Sussex College. A table on page six of the Members' Report explained the adjustments that had taken place. In addition there had been an actuarial adjustment which related to pensions. Steve confirmed that this was in line with other educational providers. Steve was pleased to report that the balance sheet was strong and the Group had increased cash in the bank.

53. With regard to the Audit Findings Report, Steve reported that it had been a clean audit, despite the complexities of the merger, all one-off items had been treated correctly. There had been one issue raised as part of the audit and regularity work which related to unspent bursary funding. In addition the auditors had recommended that a review of non-primary purpose income was undertaken. This related to letting and conferencing income. Steve confirmed that no issues around going concern had been raised by the auditors.

Resolved

That the Management Accounts for 2017/18, as set out at APPENDIX 1, be noted.

Resolved

That the Audit Findings Report presented by the Corporation's external auditors, RSM UK Audit LLP, for 2017/18, as set out at APPENDIX 5, be noted.

54. The Corporation was reminded that under the terms of FRS8 (Related Party Disclosures) any Governor who believed that he or she had any relevant interest in the Corporation's operations should declare it. No declarations of interest were made in response to this request. Shelagh referred to the statement included at paragraph 2.4 of the covering report which the external auditors required the Governing Body to agree in adopting the accounts. She asked any Governor who was aware of any actual or potential non-compliance with laws and regulations as described therein to declare it. In the absence of any such declaration and upon consideration it was

Resolved

- i) That the Corporation was not aware of any actual or potential non-compliance with laws and regulations that had a material effect on the ability of the College to conduct its business and therefore on the results and financial position to be disclosed in the financial statements for the year ended 31 July 2018;**
- ii) That no material changes had been made to the Management Accounts since the audit and the Chairman and Chief Executive were authorised to sign the Letter of Representation (Financial Statements) and Letter of Representation (Regularity); and**
- iii) That the Financial Statements and Members Report for the financial year 2017/18, as set out at APPENDIX 2, be adopted for submission to the Education & Skills Funding Agency, following**

signature by the Chairman and the Chief Executive on behalf of the Corporation.

55. With regard to the Group's subsidiary companies, Steve Coulthard reported that Anglia had seen a drop in the operating profit in comparison to the previous year. This had been due to investment in the business which had included increased pay costs and investments in software. At the year end the operating profit was £171,807, compared to £301,633 in 2016/17. Chichester College Services had ended the year with a profit after tax of £231,979, this was a slight drop in comparison to the previous year. In part this was due to an increase in pay costs at First Steps, due to the use of agency staff.

Resolved

That Mr Nick Fox be nominated to attend the Annual General Meetings of Anglia Examination Syndicate Limited and Chichester College Services Limited as the representative of the Corporation as the sole shareholder.

56. It was further

Resolved

- i) That the Corporation endorses the Directors Reports and Financial Statements of the two subsidiary companies;**
- ii) That the Corporation continue to provide financial support as necessary to its subsidiary companies.**

ANNUAL REPORT OF CHICHESTER COLLEGE GROUP'S AUDIT & RISK COMMITTEE 2017/18

57. The Corporation received for consideration the Annual Report of Chichester College Group's Audit & Risk Committee for 2017/18.

Copy attached at APPENDIX 8.

58. Catherine Vinall stated that the report provided an overview of the work undertaken by the Audit & Risk Committee in 2017/18 and confirmed the audit opinions from the College's internal and external auditors. In considering the report the Audit & Risk Committee had confirmed that it was satisfied that the Corporation had adequate and effective internal and external audit arrangements and that it was operating effectively and in line with the Committee's terms of reference. It was

Resolved

That the Annual Report of the Audit Committee for 2016/17, as set out at APPENDIX 8, be adopted and submitted to the Education & Skills Funding Agency.

RISK MANAGEMENT AND ASSURANCE

59. The Corporation received for consideration the updated Risk Registers and Board Assurance documents.

Copy attached at APPENDIX 9.

60. Steve Coulthard stated that the overall risk environment across the Group remained high. The overall risk rating for the Finance and MIS area was high. There were a number of factors driving this position including high income targets for year two of the merger plan and the fact that the funding agreement for the STEM project at Crawley had yet to be confirmed. In Governance and Integration the rating was moderate to high. This had reduced as some of the risks associated with the merger with Central Sussex College had passed. The risk rating for HR and Corporate Services was high. In part this was due to the struggle to recruit and retain staff in some areas. The risk level for Quality & Curriculum was moderate to high. Again issues with recruiting staff were impacting this area but this was balanced against good results coming through from curriculum area progress meetings. Finally, the risk level for Commercial and Growth was rated as high. This was due to high targets for growth in Apprenticeships, Adult Learners and Higher Education. On behalf of the Audit & Risk Committee, James Sarmecanic confirmed that the Committee supported the assessments set out in the Risk Management and Assurance Report. It was

Resolved

That the updated Risk Registers and Board Assurance Frameworks, as set out at APPENDIX 9, be adopted.

MEMBERSHIP OF CHICHESTER COLLEGE GROUP CORPORATION

61. The Corporation received for consideration a proposal from the Governance & Search Committee regarding the appointment of Members.

Copy attached at APPENDIX 10.

62. Catherine Vinall stated that there had been two resignations from the Corporation during the autumn term. As a result there were five vacancies, one of which was for a Staff Governor. As part of the merger plans with Worthing College two vacancies were being held with the view to appointing two Governors from Worthing College upon completion of the merger.
63. With regard to the vacancy for a Staff Governor, the Clerk had received a nomination from staff at Crawley College to appoint Anne Curle, a part-time lecturer in Travel & Tourism. Members of the Governance & Search Committee had also met with two individuals who had expressed an interest in joining the Corporation. Both had considerable skills and experience to bring to the Corporation, in particular in the areas of strategic development, finance, estates, IT and governance. In addition the Governance & Search Committee recommended to ratify the re-appointment of David Hobson. It was

Resolved

- i) To appoint Anne Curle as a Staff Governor, for a term of four years from 1 January 2019, subject to annual review.**
- ii) To appoint Helen Kilpatrick CB for a four year term of office from 1 January 2019, subject to annual review.**
- iii) To appoint Jeff Alexander for a four year term of office from 1 January 2019, subject to annual review.**
- iv) To ratify a second four year term of office for David Hobson from 1 August 2018, subject to annual review.**

SALE OF BLACKGATE COTTAGE, BRINSBURY

64. The Corporation received for consideration a proposal to sell Blackgate Cottage at the Brinsbury campus.

Copy attached at APPENDIX 11.

65. Julie Sleeman stated that Blackgate Cottage was a three bed property with outbuildings, a garden and paddock of approximately one hectare at Brinsbury, it was separate from the main campus. The property had previously been let to a former employee but had been empty for some time. At the request of the Resources Committee work had taken place to explore whether the value of the property would be greater if the paddock and/or outbuildings were developed. As set out in the report a number of options had been explored and it had been confirmed that the

property should be sold in its current state by inviting offers 'in excess of'. Julie Sleeman confirmed that any capital receipt achieved as a result of the sale would be invested at Brinsbury. It was

Resolved

To dispose of Blackgate Cottage and the paddock area at the Brinsbury campus.

WRITTEN RESOLUTION - MERGER WITH WORTHING COLLEGE

66. The Corporation received and noted the written resolution that had been passed in relation to the proposed merger with Worthing College.

Copy attached at APPENDIX 12.

67. Catherine Vinall stated that, in line with the Instrument of Government, the Corporation had considered a written resolution to pursue the intention to merge with Worthing College. It was

Resolved

That the written resolution to merge with Worthing College, as approved on Thursday, 11 October 2018, be ratified.

WRITTEN RESOLUTION - APPOINTMENT OF CO-OPTED MEMBER

68. The Corporation received and noted the written resolution that had been passed in relation to the appointment of Co-opted Member, Amy Kensett.

Copy attached at APPENDIX 13.

69. Catherine Vinall stated that, in line with the Instrument of Government, the Corporation had considered a written resolution to appoint Amy Kensett as a Co-opted Member of the Audit & Risk Committee. Catherine confirmed that in line with the usual appointment process Amy was interviewed by members of the Governance & Search Committee. It was

Resolved

That the written resolution to appoint Amy Kensett as a Co-opted Member of the Audit & Risk Committee for a four year term of office from Thursday, 22 November 2018, be ratified.

EDUCATION & SKILLS FUNDING AGENCY ASSESSMENT OF FINANCIAL HEALTH 2018 - 2020

a) ESFA Chichester College Group Financial Plan 2018 to 2020

70. The Corporation received a copy of the letter from the Education & Skills Funding Agency outlining their response to the College's Financial Plan 2018 to 2020, together with the Education & Skills Funding Agency Financial Dashboard.

Copy attached at APPENDIX 14.

71. Shelagh Legrave stated that the Education & Skills Funding Agency (ESFA) letter provided an assessment of the Group's Financial Plan for 2018 to 2020. It was the first assessment from the ESFA of Chichester College Group's financial plan post-merger. The ESFA had concurred with the Group's self-assessment that the Group's financial health was satisfactory. To some extent the benchmarking information was distorted due to the extraordinary changes which had taken place as a result of the merger with Central Sussex College.

a) ESFA Early Intervention

72. The Corporation received and noted a copy of a letter from the ESFA regarding Early Intervention.

Copy attached at APPENDIX 15.

73. Shelagh Legrave stated that the letter from the ESFA was to inform Chichester College Group that the Group met one or more of the financial triggers for early intervention. Shelagh stated that this was a formality and related to the Group's assessment that financial health was satisfactory. Shelagh confirmed that the College Group was meeting regularly with the ESFA to monitor the financial plans relating to the merger with Central Sussex and subsequently the Group's financial position.

MANAGEMENT ACCOUNTS TO 31 OCTOBER 2018

74. The Corporation received for information the Management Accounts for the period to 31 October 2018.

Copy attached at APPENDIX 16.

75. Steve Coulthard reminded the Corporation that the budget for 2018/19 had been submitted as part of a three year plan to the Transaction Unit.

For the year 2018/19 a deficit of £2.4m had been planned. The first set of accounts for the year appeared to show that the Group was travelling well against the budget. However, the Education & Skills Funding Agency had yet to issue funding and enrolment data so it was not possible to validate Chichester College Group's position with regard to 19+ and apprenticeship provision. As a result funding for 19+ and apprenticeships had been accrued to budget. The overall position at the end of October was a deficit of £934,000 against a budget of a deficit of £1.1m. Steve confirmed that a full re-forecast would take place at the end of January 2019.

Resolved

That the update on the position reported in the Management Accounts for the period to 31 October 2019, be noted.

MAZARS LLP CHICHESTER COLLEGE GROUP INTERNAL AUDIT ANNUAL REPORT 2017/18

76. The Corporation received for information the Chichester College Internal Audit Annual Report 2017/18 from Mazars LLP.

Copy attached at APPENDIX 17.

77. Steve Coulthard stated that the Internal Auditor's annual report provided an overview of the internal audit work undertaken during 2017/18. The report included a range of benchmarking data comparing the Group's performance against the Mazars client base. The annual report had concluded that Chichester College Group's governance, risk assessment and internal control arrangements were adequate and effective to manage the achievement of the College's objectives. None of the weaknesses or exceptions identified as part of the internal audit work were considered fundamental. It was noted that there were a number of outstanding follow up recommendations from previous audits. Steve confirmed that he would be working with the Audit Manager to review these recommendations before the next meeting of the Audit & Risk Committee.

MAZARS LLP INTERNAL AUDIT REPORTS - AUTUMN TERM 2018/19

78. The Corporation received for information the Internal Audit reports for Core Financial Systems, Payroll & Expenses and Cash & Banking.

Copies attached at APPENDIX 18.

79. Steve Coulthard stated that two areas had been reviewed during the autumn term. The review of Payroll and Expenses had identified one significant recommendation and three housekeeping recommendations. It had concluded that adequate assurance could be placed on the effectiveness of internal controls. The review of Cash and Banking had also concluded that adequate assurance could be placed on the effectiveness of internal controls. Three significant recommendations and seven housekeeping recommendations had been identified. Steve confirmed that a number of the actions related to Crawley College where work was taking place to improve practices.

HORSHAM TRAINING CENTRE LEASE

80. Julie Sleeman stated that Horsham Training Centre was a leased property that Chichester College Group had taken on following the merger with Central Sussex College. The lease was due to expire at the end of July 2019 and the freeholder, Horsham District Council, had given notice to end the lease. The property cost approximately £200,000 a year to operate and most of the building was sub-let. Julie confirmed that the courses delivered at Horsham by Crawley College were either commercial or professional qualifications. In response to a question from the Corporation, Julie stated that travel to learn patterns had been reviewed and it was planned that these courses would be re-located to the Crawley campus. In response to a further question, Julie stated that provision for dilapidations had been included in the accounts.

SUMMARY OF COMMITTEE AND BOARD MEETINGS

81. The Corporation received and noted a summary of the business which had been undertaken by the Standing Committees during the autumn term 2018/19.

Copy attached at APPENDIX 19.

82. Catherine Vinall reminded the Corporation that members were welcome to observe any of the Committee or Board meetings, if they wished to attend they should contact the Clerk to make arrangements.

DATES OF FUTURE MEETINGS

83. It was noted that the next meeting of the Corporation would take place on Wednesday, 3 April 2019 at 4.00 pm. The date for the next Governor Development Event was Tuesday, 12 February 2019 at 2.00 pm, venue to be confirmed.

ANY OTHER BUSINESS

Managing Confidential Business

84. A report on the process for managing the reporting of confidential business would be presented to a future meeting of the Governance & Search Committee.

CONFIDENTIAL BUSINESS

85. It was

Resolved

That, in view of the confidential nature of the business to be dealt with, the Minutes for the remainder of the meeting be recorded on a confidential basis and remain so unless and until they become public in the ordinary course of the Corporation's business.